

Open Enrollment Data Management

April, 2000

Reporting Open Enrolled Students

- Resident district reports students in resident column of membership report
- Nonresident district reports students in nonresident column of membership report

FTE

- Students in grades 1 to 12 are counted as 1.0 FTE.
- Students in kindergarten are counted according to the program they attend in the *nonresident district*.

Membership Report vs. OE Report

- The open enrollment data base is separate from the state aids data base.
- You must be sure that each resident open enrolled student is correctly reported both on the Sept/Jan membership reports *and* on the open enrollment data base.
- If changes are made, you must make them both places.

Keeping Track of Students

- Communication!!!
- Communication!!!
- Communication!!!

Approvals/Denials/Acceptances

- Each district should send a copy of its approvals and denials to the other school district and the DPI.
- By June 30, each nonresident district must send a listing of those students (including continuing students) who will attend the district next year.

Registering New Students

- The resident district should ensure that all students who open enroll from the district are registered in the district.
- Students who previously attended private school, home-based programs or other school districts must register in the district prior to attending under open enrollment.

Membership Count Dates

- On the 3rd Friday in September and the 2nd Friday in January, each resident and nonresident school district should communicate with each other to determine each student's open enrollment status.
- Be sure to discuss the open enrollment status, not simply whether the student is attending the nonresident district (the student may have moved into the district.)

Address Changes...

- If a student moves into a different resident district *before* beginning open enrollment, the open enrollment is invalid.

...Address Changes

- If a student moves into a different resident district *after* beginning open enrollment, the open enrollment may continue.
 - The “current” resident district continues to be the OE resident district for the remainder of the school year.
 - The “new” resident district becomes the OE resident district for the following school year.

...Address Changes

- If the student moves into the nonresident district prior to the end of the school year or if open enrollment otherwise ceases, the OE aid transfer is prorated on a daily basis.
- The nonresident district should notify the resident district and the DPI of the number of days the student was open enrolled.

...Address Changes

- It is recommended that each resident district send a letter or postcard annually to each resident student who is open enrolled to another district.
- Request that the post office return the letter to you and provide the new address, if the family has moved.

Communication!!!

- It is *essential* that resident and nonresident school districts notify each other (and the DPI) *immediately* when a student moves from one district to another.

Data Verification...

- For each regular education open enrolled student, the DPI must transfer aid from the resident to the nonresident school district.
- This means that both the resident and nonresident school districts must report the same open enrollment status for each student!!!!

...Data Verification

- At least three times during the year, the DPI will request districts to verify and/or correct data:
 - About November, the DPI will send a listing of new applicants and potentially continuing students. The district should verify and/or correct the data *with each other* and return to the DPI as soon as possible.

...Data Verification

- About February, the DPI will contact school districts about discrepancies--when the resident and nonresident school districts report different information.
- About April, the DPI will send a listing of estimated aid adjustments based on the November listing and corrections received.
- In June, the DPI will make the final aid adjustments. Each district will receive a list of transfers in and out.

Mary Jo Cleaver
Public School Open Enrollment Consultant
maryjo.cleaver@dpi.state.wi.us
608-267-9101 or toll free at 888-245-2732

Scott Eagleburger
Open Enrollment Data Manager
L.scott.eagleburger@dpi.state.wi.us
608-264-9555 or toll free at 888-245-2732

Department of Public Instruction
P.O. Box 7841
Madison, WI 53707-7841

Mary Jo Cleaver
Public School Open Enrollment Consultant
maryjo.cleaver@dpi.state.wi.us
608-267-9101 or toll free at 888-245-2732

Scott Eagleburger
Open Enrollment Data Manager
L.scott.eagleburger@dpi.state.wi.us
608-264-9555 or toll free at 888-245-2732

Department of Public Instruction
P.O. Box 7841
Madison, WI 53707-7841

www.dpi.state.wi.us/dpi/dfm/sms/psctoc.html